STATE OF CALIFORNIA   JOHN CHIANG,
                                                               California State Controller

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: October 4, 2010   PERSONNEL LETTER #10-023
                                           (Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Lisa Crowe, Chief
        Personnel/Payroll Services Division

RE: **FURLOUGH PROGRAM - RECORDS WITHOUT THE FURLOUGH ESTABLISHED
        EARNINGS ID VIEWDIRECT REPORT**

The State Controller's Office (SCO) will begin providing weekly listings to help departments with the
processing of the furlough program. Effective September 13, 2010 listings of employees that are
subject to the furlough program that do not have a furlough established earnings ID (EID) on his/her
employment history (EH) record will be provided through the ViewDirect on-line reporting system. A
hardcopy version of these listings will not be provided.

Only personnel staff authorized to access ViewDirect will be able to view and print these listings. For
more information on accessing and printing ViewDirect reports, please see the ViewDirect User Guide
on the SCO web site at http://www.sco.ca.gov/Files-PPSD/viewdirect_user_manual.pdf. Each weekly
listing will remain on ViewDirect for four weeks. The listing can be found in ViewDirect under the
following report ID's and report names:

              Report ID   Report Name
              PDC9396   EE'S WITHOUT FURLOUGH EID
              PDC9395I   EE'S WITHOUT FURLOUGH EID – POTENTIAL DOCK

Both reports will be generated and available on Monday morning using the current EH status from the
previous Friday. Entries on the reports are sorted by agency, unit and then by social security number.

ViewDirect Report ID PDC9396 – EE'S WITHOUT FURLOUGH EID – ACTION REQUIRED

This report lists active employees who do not have the furlough EID and are in a CBID and agency
subject to the furlough program.

This listing should be reviewed to ensure that the furlough EID is established on the employment
history record of the listed employees. Use ViewDirect Report PDC9396 to identify new
appointments, employees returning from leave, or other situations where the furlough EID should be
added to the employee's EH record. Failure to take the appropriate actions in a timely manner could
result in an overpayment and accounts receivables.

ViewDirect Report PDC9395I – EE'S   WITHOUT FURLOUGH EID – POTENTIAL DOCK – ACTION REQUIRED

This report lists employees who could have been on dock and who do not have the furlough EID on his/her EH record. These records have a 350 transaction effective the beginning of the pay period to remove the furlough EID and/or a 715 transaction.

Use ViewDirect Report PDC9395I to identify employees who had the furlough EID removed and ensure the EID is added to their employment history record effective the beginning of the next pay period.

Both reports will contain information on employees with multiple positions subject to the furlough program where all positions are less than full-time. Records with additional position numbers will be indicated with an 'X' in the report's Additional Position field. The employing agency or agencies will need to determine which position or positions are subject to the furlough program. A personnel letter with furlough procedures including additional positions procedures will be released soon.

If there are any questions regarding the furlough program, please contact the Department of Personnel Administration at (916) 323-3343. For any questions regarding ViewDirect, please contact Jeanna Gonzalez at (916) 327-3923 or jgonzalez@sco.ca.gov.

LC:JG:PMAB